

The Ark Federation - Local Governing Body Minutes

Meeting:	1 -LGB	Date / Time:	14 th September 2017 at 6pm	Location:	All Saints School
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Attendees:	Initials	Director Role & Portfolio:
Jean Smith	JS	Chair
Gill McMenemy	GM	Vice Chair
Jeremy Trew	JT	Ex officio
Rebecca Porter	RP	Exec Head

Attendees:	Initials:	Director Role & Portfolio:
Lesley Webb	LW	Safeguarding lead
Callum Mitchell	CM	Deputy Safeguarding
Rob Evans	RE	
Alex Hosking	AH	

Apologies:	Initials	Reason:
Lesley Brown	LB	Abroad
Ernie Stobbs	ES	On course

Absent without Apology:	Initials:

In Attendance:	Initials	
Clive Robertson	CRob	Observer (prospective Foundation Gov)
Carol Rapley	CR	Clerk

Minutes To:
MAT Board

Key: Challenge Actions/Decision

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
1	Opening Prayer	JT		
2	Apologies & Business Interests and housekeeping			
2/2.1	Apologies recorded and sanctioned from Lesley Brown and Ernie Stobbs			
2/2.2	No conflicts of business interest recorded for items on the Agenda			
2/2.3	All governors including those absent from the meeting have signed their Register of Business Interest forms and returned them to Clerk	AII/CR	Done	14.09.17
2/2.4	Calendar of meetings for the year had been circulated and all agreed with dates for LGB and committee meetings. There may be a need for an additional meeting early October but this will be determined later in the month.	JS/CR		
3.	Local Governing Body Appointments			
3/3.1	CR asked for nominations for the LGB Chair. GM nominated JS and RP seconded this nomination. Unanimous vote from Governors present to elect Jean Smith as Chair of LGB			
	JS asked for nominations for Vice Chair.			

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	RP nominated GM and JS seconded this nomination. Unanimous vote from Governors present to elect Gill McMenemy as Vice Chair of LGB Both JS and GM advised the meeting that they would look to train other governors into their roles over the next year. There are also training courses available for the 'Role of the Chair' which would be essential to attend.			
3/3.3	CR advised that the Nomination form for Foundation Governor for Clive Robertson would be sent to the MAT for approval JS suggested that the one remaining Foundation vacancy should be recruited from the All Saints school. RP will advertise in the school newsletter and Ethos Group will ask the PCC.	CR RP	18.09.17	
4	Minutes of the meeting held on 6/7/17 and matters arising. Responses from the MAT Board to Summary Questions			
4/4.1	RP asked for part of the Safeguarding minute to be placed in Part 2. Agreed Minutes were agreed as accurate and signed by JS	CR		
4/4.2	Matters arising – AH asked about the Beer Blazer funding being transferred to a Governor Account. RP advised that this is no longer the case as it can remain in the school budget ringfenced for use on items such as drama workshops etc.			
4/4.3	MAT Response to Questions JS remains concerned about the uses of the £40k academisation grant which Nigel Mills had assured her was for use on a project specifically designed to show school improvement. Have schools benefitted? RP felt that Ian Randall, the MAT Virtual School Leader, had been helpful and benefits should develop from this in the future. CRob asked whether Ian Randall part of the £40k grant? Governors did not know but would ask the MAT. CRob asked whether the MAT was financially challenged? RP responded that, having read the minutes published on their website, it would appear there is a deficit which is in the process of being recovered. GM explained that the LGB were awaiting a response to a letter to the MAT Board who meet on 25 th September. When the response had been received, we may have answers to these questions so it would be useful to arrange another meeting to discuss these issues.	CR JS/CR		
5	Local Governing Handbook			
5/5.1	The front page requires the Ark Federation Vision to be added which will be discussed under item 4.1 below All governors agreed to the Local Governing Body Terms of Reference as set out in pages 3-12. Membership of the First and Second Committees were agreed as being members of the Resources and T&L Committees respectively. The Chairs of these committees will be the same governors as for Resources and T&L committees when appointed. Membership of the Performance and Pay Committee was agreed as Ernie Stobbs, Alex Hosking and Clive Robertson. The lead governor for Safeguarding was agreed as Lesley Webb and the deputy governor as Callum Mitchell. Membership of the Resources Committee was agreed as Rebecca Porter, Callum Mitchell, Ernie Stobbs, Alex Hosking and Clive Robertson and Jean Smith, Chair and Lead Governor for Finance and Personnel to be appointed at the first meeting. Lead governor for Health and Safety was agreed to be Ernie Stobbs. Membership of the T&L Committee was agreed as Gill McMenemy, Jeremy Trew, Lesley Brown, Lesley Webb, Rob Evans and Rebecca Porter. Chair to be appointed at the first committee meeting. Lead governor for Pupil Groups was agreed to be Lesley Brown Lead Governor for Standards was agreed to be Gill McMenemy			

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	<p>Lead Governor for Ethos and Communication was agreed to be Jeremy Trew. Membership of the Admissions Committee was agreed as Jeremy Trew, Gill McMenemy, Jean Smith, Rebecca Porter and Lesley Webb Members of the Headteacher Performance Management Panel was agreed to be Jean Smith, Jeremy Trew, Clive Robertson. CRob will require Performance Management training. The Governor Code of Conduct was agreed by all Governors and the Declaration signed by Jean Smith, Chair of Governors.</p>	CR		
6	Chairman's Business and correspondence			
6/6.1	Meeting moved to part 2 for this item only			
6/6.2	Letter from Mrs. Jo Evans CEO dated 19 th July has been distributed to parents of both schools before the end of last term and this had resulted in an e mail from a parent. RP had responded.			
7.	Reporting and Monitoring			
7/7.1	<p>Federation Development Plan RP advised that the MAT have provided a template for a School Improvement Plan which we refer to as the Federation Development Plan. The format is new and does not include a section for Christian Distinctiveness or a 3 year plan, which was in the Ark Federation's previous plan. RP has met with Rob Evans (Beer) and Rob Giffard (AS) to discuss the plan and how the subject areas will fit behind it.</p> <p>The front page of the FDP, a draft of which had been circulated to Governors, shows our vision, mission and values followed by overarching strategic objectives in 3 strands. RP has developed the Vision, which would be the strapline for the Federation from the brainstorming sessions with staff, children, governors and parents and linked it to the Noah's Ark story that the Federation was named after. This is proposed to be 'Stronger Together'. After some discussion, it was agreed that 'Growing Stronger Together' was the best Vision and that the Mission statement would be 'Working in Partnership to continually challenge and support all children to thrive in every aspect of their lives personally, spiritually and academically' using Achievement, Responsibility and Knowledge to represent the ARK</p> <p>RP has also drafted a paper on Learning Behaviours which was discussed at the Beer Ethos Group meeting and circulated to Governors.</p> <p>RP and staff have developed 6 values - <u>Courage, Humility, Truthfulness, Friendship, Thankfulness and Trust</u>. RP felt these could be represented as a rainbow, each value having a colour. RP explained how this should help to embed the thirst for learning into the children at the schools. These 3 overarching strategic objectives, each with Priorities and Key Performance Indicators, link to an Action Plan for 2017-18.</p> <p>JS liked the new values and the idea that they could represent colours of the rainbow. She felt that the hand and five values were ones that were inherited by the Ark Federation from AS when the schools federated and now was a good time to refresh the values and symbol. The Ark Logo already has a rainbow so there is no need to re-visit the design. JS suggested that Parents and children should be introduced to the new vision and values.</p>			

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<p>7/7.2</p> <p>7/7.3</p> <p>7/7.4</p> <p>7/7.5</p> <p>7/7.6</p> <p>7/7.7</p>	<p>AH felt that under Leadership in the Action Plan, this should be leadership at all levels throughout the Federation, to include the children, not just the Senior Leadership. LW suggested using the words 'All members of our school community' rather than just 'leaders and governors'. This point was discussed and agreed.</p> <p>JS suggested that a 3 year plan to include Premises and Christian Distinctiveness would be desirable.</p> <p>CRob suggested that the Action Plan should be achievable on a yearly basis. JS suggested a timescale be placed against each action to indicate this.</p> <p>Pupil Targets – RP advised that this would be agreed by the T&L committee on Nov 9th as the baseline has not yet been completed as it is too early in the term.</p> <p>Christian Distinctiveness – JT advised that an Ethos Group meeting had taken place on Tuesday 12th September at Beer.</p> <p>One point of interest – Beer celebrates 200years in 2020, an anniversary worth celebrating!</p> <p>The next Open Morning at Beer is Wednesday 1st November followed by an Ethos Group meeting at 11,30am. All governors are welcome to attend the Act of worship and open morning.</p> <p>The next AS Ethos Group meeting is planned for 9th October.</p> <p>Premises – Deferred until Resources committee as ES was absent.</p> <p>Resources – Amanda Blackmore is busy with an audit which must be completed by 15th September followed by new software training.</p> <p>The Carry Forward has increased from £10k at the last meeting to £20k +/- £2k as some contractors invoices have moved forward into the next financial year.</p> <p>Torbay Development Agency (TDA) who are the one stop shop for any repairs etc had not been performing on time. RP contacted them and a credit of £2k has been received. GM asked if any work was outstanding? RP advised that all work was up to date now.</p> <p>RP said that all accruals have been completed by AB for the year end on 15th September.</p> <p>The MAT requires one bank account and budget and The Ark Federation is on Phase 2 meaning that this is likely to take place in October November 2017.</p> <p>Capital funds stand at £22k. RP advised that ICT investment was a priority for both schools.</p> <p>The current budget for 2017/18 remains unchanged from the last meeting.</p> <p>Safeguarding – RP advised that Anna Vine (Beer admin) had been updating the Single Central Record and the DBS number for AH is missing. AH to advise Anna Vine. LW had made a visit to the school to examine the Single Central Record among other thing and all was in order.</p> <p>RP advised that the MAT has developed a Wellbeing Audit which includes safeguarding data. It would seem sensible to use this format to report to governors termly rather than continue to use the old format.</p> <p>Governance – Leadership and Management – this item is covered in the Federation Development Plan see item 7/7.1 above</p>	<p>All</p> <p>AH</p>	<p>1.11.17</p> <p>19.09.17</p>	
<p>8</p>	<p>Admissions</p>			
<p>8/8.1</p>	<p>2019/20 Admissions Policies awaited. Is anyone available on September 20th to attend an Admissions update at the Diocese? No governors were free to attend so CR to ask for power point notes.</p>	<p>CR</p>	<p>18.09.17</p>	
<p>8/8.2</p>	<p>A response to T & L comments about the Complaints Policy and Procedures is awaited after the MAT Board meeting. Add to T&L Agenda</p>	<p>CR/JT</p>		
<p>8/8.3</p>	<p>SEND Policy – Await MAT advice /policy - LB to expedite for the next T&L committee – Add to Agenda</p>	<p>LB/CR</p>		

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9	Governance					
9/9.1	Governor Visits – Portfolio leads are required to contact appropriate staff members once a term. Foundation Governors are required to attend at least one Act of Worship (AoW) per term. The AoW grid will be circulated when updated.			Leads RP/CR		
9/9.2	Governor Training – CR had circulated the Dioceses training beforehand. RE, AH and CRob require Governor Induction training. CRob and AH can attend Saturday 27 th January 2018 9.30 -1.30 at the Exeter Diocese. CR to complete forms. RE to consider which dates is suitable and contact CR					
	Meeting Closed: 8.15pm					
Date/Time of Next Meeting:		Thursday 23 rd November 2017	Location:	All Saints School at 6pm		

Signed..... Date.....

Mrs Jean Smith, Chair of Governors, The ARK Federation, part of St. Christopher’s MAT